Orientation AY 2019-20

Deb Wernli, Kathleen Feighny
Introductions

- Hello my name is Trouble Maker
- Hello! My name is Karen
History

Inception
1874 – Established in Colorado Territory
1876 – Became a state institution

Heritage
Geology; Mining; Metallurgy
Original experimental mine on Mount Zion; succeeded by Edgar Mine in Idaho Springs

Into the Present
Today Mines maintains its niche in earth resources fields while offering a strong complement of other important STEM disciplines developed since the 1960s.
Mission

We, the Colorado School of Mines community, are united by our commitment to our timeless mission of educating and inspiring students from all backgrounds and advancing knowledge and innovations, with the aspiration that our graduates, ideas, actions and innovations will have a transformative impact on individuals and society, leading to shared prosperity and sustainable use of the Earth’s resources.
Mines Pillars

- Focused public mission
- Elite institution (but not elitist)
- Challenging practical education and professional preparation
- Collaborative pursuits of use-inspired innovation and discovery
- Connections and partnerships, particularly with industry and mission-oriented agencies
- Honest broker of information
- Great people (students, faculty, staff, alumni)
- Immense pride
Core Values

- Inquiry and Innovation
- Inspiration
- Challenge
- Openness
- Respect
- Diversity
- Compassion
- Collaboration
Traditions

M-Climb

E-Days

Career Day

https://www.mines.edu/about/history-and-traditions/
Colorado School of Mines is a public university focused on science and engineering, dedicated to pioneering research that addresses the great challenges society faces today—particularly as they relate to the Earth, energy and the environment—and committed to educating students who will do the same.

https://www.mines.edu/about/by-the-numbers/
https://ir.mines.edu/data-visualizations/
Navigating Campus

https://tour.mines.edu/map/
Onboarding

Home
Welcome to Colorado School of Mines, Renata!

Your first days and weeks of employment are filled with excitement, many questions, and an abundance of information. We understand this and we're here to provide you with the help and support needed for success in your onboarding experience.

As you review your task list it is our hope that it will serve as a resource guide during the onboarding process. You can log back in to this portal at any time by clicking the Applicant Login on the Career Opportunities page.

If you have questions not covered in this information, please contact Human Resources Department by calling 303-273-3250, or emailing hresrch@mines.edu.

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FIRST MONTH

- Policy review - people
  Due: 8 Nov 2018

- Policy review - health
  Due: 8 Nov 2018

- Policy review - organization
  Due: 8 Nov 2018

- Conflict of interest training
  Due: 21 Nov 2018

- Speak Up@Mines
Working at Mines

NEW EMPLOYEES
- Benefits
- BlasterCard
- Campus Map
- Daily Blast | Event Calendar
- Food options on campus | in Golden
- Golden information
- Keys | Key request form
- New Hire Forms
- News
- Parking
- President's Office

EMPLOYEE DEVELOPMENT
- Computing FAQ (FAQfinder)
- Environmental Health and Safety Courses
- Skillsoft: Online professional-development resources and training
- Trefny Innovative Instruction Center

TEACHING AND LEARNING
- Advising (CASA)
- Disability Support Services and Testing Center
- Institutional Research
- Library resources for faculty
- Small-Scale Funding Requests
- Trefny Innovative Instruction Center
- Writing across the curriculum

PURCHASING
- Methods of purchasing
- How to purchase a computer
- Purchasing card information
- Required purchasing approvals
- Travel information

RESEARCH AND GRANTS
- Find Funding
- Research Administration
- Trefny Center (Assessment and Broader Impacts)
- Data and Computing
- Environmental Health and Safety (Lab Safety)
- Skillsoft: Online professional-development resources and training
- Small-Scale Funding Requests

HUMAN RESOURCES

EVENT PLANNING

FIND A PERSON OR DEPARTMENT
Daily Blast for MINES faculty & staff
Monday, January 6, 2020

Employee and Benefits News

New Hire Orientation January 8, 2020
Start the new year by meeting other new hires and gaining an overview of Mines to jump start your new position!

Faculty Benefit Orientations
Benefits Orientation for new Administrative and Academic Faculty

Dates and Deadlines

1/06 - Trefny Workshops: Engineering Inclusive Environments
Join us for a two-part workshop series to create & maintain inclusive learning environments. Register TODAY for one or both!

Art Trip to Italy: Deadline Extended to Friday, Jan 10th!
Make a resolution to have more adventures in 2020! There are a few spots left for a spring break trip to study art in Italy.

Campus Announcements

The Book & Brew will have limited hours until 1/6
Happy new year and welcome back!

Martin Luther King, Jr Recognition Award - Application Open
We invite you to nominate a Mines student, staff, or faculty member for the 2020 Martin Luther King, Jr Recognition Award

Campus Dining Hours Through January 6th
Check out the dining hours here!

Tuition Waivers
Information and deadlines for tuition waivers for Spring Semester 2020

Need to Change Your Resident Meal Plan?
You may change your resident meal plan through the Housing Portal on Trailhead between 1/5-1/11! Click for full details.

Order your Prepared, Family Meal for Wednesday, 1/8!
Navigating Systems

ChromeRiver (travel & expense)
SkillsSoft (elearning)
FAMIS (work orders)
OnBase (document mgmt.)
Banner (finance, records, etc.)
Cognos (data reporting)
PageUp (hiring/onboarding)
Canvas (learning mgmt. system)
Helpful Hints

• Dial 9 to get an outside line
• Two pre-fixes: 303-273-3XXX and 303-384-2XXX
• Access your mailbox off campus: 303-384-2100
• Voice activated system: 303-273-3000 and ”0” on campus
• Web access to your email:
  https://outlook.office365.com
  Username: username@mines.edu
  Password: Your MultiPass password
Helpful Hints

Marketing logos and templates: https://www.mines.edu/communications/resources/

Mines Flicker site: https://www.flickr.com/photos/coloradoschoolofmines/albums

Project Requests and News https://www.mines.edu/communications/project-requests/
Helpful Hints

Campus Dining Options

https://minesdining.sodexomyway.com/

Mines Market
Einstein Bagels
Starbucks, Blaster’s Brew, Book & Brew
SubConnection
Jamba Juice

Periodic Table:
Elements
WOW Cafe
Habaneros
Who Do I Contact?

https://mines.teamdynamix.com/TDClient/Home/

https://www.mines.edu/directories/

https://www.mines.edu/human-resources/org-charts/
MINES ADMINISTRATIVE PROCESSING SERVICES

Mines Administrative Processing Services (MAPS) is the one-stop shop for key administrative processes for the Mines campus community. The services include: accounts payable, travel, reimbursements, purchasing services, One Card administration, payroll, and employment transactions. With the goal of improving overall efficiencies, MAPS will continually evaluate and assess administrative processes while providing a high level of customer service.

MAPS IS NOW IN MINES HELP CENTER

TAKE ME THERE!  MAPS HELP CENTER USER GUIDE

QUICK LINKS TO FREQUENTLY USED SERVICES

MAPS OFFICE
303-273-3166
Monday - Friday
7:30am - 5:00pm
Guggenheim Hall, 224 1500 Illinois St.
Golden, CO 80401

PAYMENTS
Pay an Invoice
Wire Transfer Request

PAYROLL & HR TRANSACTIONS
Payroll Services
Student Contracts
Trailhead Timesheets
Leave Calendar Adjustments
HR Onboarding & PageUp
Employment Verification

ONE CARD
Apply for Campus One Card
Request Adjustment to One Card Limits
Other One Card Services

TRAVEL, REIMBURSEMENTS, & CHROME RIVER SERVICES
Services for Mines Affiliated Individuals WITH Chrome River Account
Services for Individuals WITHOUT a Chrome River Account

COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT
Employee Handbooks

https://www.mines.edu/human-resources/employee-handbooks/
Policy Library

https://www.mines.edu/policy-library/?CMSPAGE=POGO-Human-Resources
Title IX

• Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

• The Title IX Office’s goal is to ensure that all students, faculty, and staff can learn and work in an environment free of harassment and violence.

• As an employee of Mines, you are a mandatory reporter. If you receive any information about a student experiencing any of the discriminatory/harassing/violent behaviors listed above, you must report it.

https://www.mines.edu/title-ix/
https://www.mines.edu/speak-up/
Human Resources

Benefits
https://www.mines.edu/human-resources/benefits/

Performance Management
https://www.mines.edu/human-resources/performance-management/

Learning and Development
https://www.mines.edu/human-resources/professional-development/
Benefits to Working at Mines

• State Discounts
  https://stateofcolorado.benefithub.com/
• RTD Flex Pass
• Athletics Pass
• Recreation Center
• Outdoor Rec
Mines Emergency Alert

• To report an emergency, call 9-1-1
• The Mines Emergency Alerts (MEA) System keeps you informed in the event of a campus emergency
• You are automatically enrolled in the MEA System
• Public Safety is located at 1922 Jones Rd
• After hours, an on-duty Mines Police Officer can be reached by calling 303-273-3333, option 5, or by calling the City of Golden Police Dispatch at 303-384-8045 or 9-1-1

https://inside.mines.edu/Mines_Emergency_Alert
F.E.R.P.A.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Major Campus Initiatives

- New Construction
  [https://inside.mines.edu/Planning_and_Construction_Projects](https://inside.mines.edu/Planning_and_Construction_Projects)
- Sustainability
  [https://www.mines.edu/sustainability/](https://www.mines.edu/sustainability/)
- Online Programs
  [https://online.mines.edu/courses/](https://online.mines.edu/courses/)
- Mines at 150
  [https://www.mines.edu/president/planning/](https://www.mines.edu/president/planning/)
- Diversity, Inclusion & Access
  [https://www.mines.edu/about/diversity-and-inclusion/](https://www.mines.edu/about/diversity-and-inclusion/)
The Design for MINES@150

We will be:

- A leader in educating STEM students & professionals
- A producer of differentiated and highly-desired graduates that go on to careers of distinction
- A preferred partner for talent, solutions & lifelong learning
- The exemplar for alumni affinity, visibility, and involvement

Accessible & attractive to qualified students from all backgrounds

A go-to place for use-inspired research and innovation needed to solve challenges facing industry & society

By 2024
How to Get Involved

- Association of Classified Employees (ACE)
- Administrative Faculty Council (AFC)
- Community Alliances
- Faculty Senate
- Empower
- CSM 101
- Student Club Mentor

https://www.mines.edu/human-resources/employee-committees/
Happenings at Mines

• Calendar: https://calendar.mines.edu/
• Academic calendar: https://catalog.mines.edu/calendar/
• Geology Museum: https://www.mines.edu/geology-museum/
• Athletics: https://minesathletics.com/
• Arthur Lakes Library
  Mindful Monday
  Concert Performances
Support at Mines

http://www.mines.edu/human-resources/family-at-mines/
http://www.mines.edu/disability-support-services/
http://www.mines.edu/student-life/care/
Support at Mines

Every Oredigger cares. Every Oredigger thrives. Every Oredigger succeeds. At Mines, we climb together.

https://www.mines.edu/everyoredigger/
Questions?